

Spring & Summer 2027 - 202720-30 College/School/Division Production Schedule for the Schedule of Classes

PHASE I	SCHEDULE
Departments Receive 1st Distribution (MCA) Master Course Audit electronically from Classroom Scheduling on IU_Trans. Phase 1A enabled in Coursedog. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Tuesday) 2/17/2026
Colleges/Schools/Divisions make changes to the 1st Distribution during Active Phase 1A. Follow the instructions attached to your email. In addition to changes, <u>be sure to use your priority rooms</u> , update cross listings, as well as proof all text. (5 weeks)	2/17/2026 to 3/20/2026
Phase 1A - 1st Distribution due to be completed. No changes will be accepted after this date for the 1st Distribution. Additional changes can be made on the 2nd Distribution.	(Due on Friday) 3/20/2026
PHASE II	
Departments receive 2nd Distribution (MCA) Master Course Audit electronically from Classroom Scheduling on IU_Trans. Phase 2A enabled in Coursedog. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Tuesday) 4/21/2026
Colleges/Schools/Divisions make changes to the 2nd Distribution . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text. (5 weeks)	4/21/2026 to 5/25/2026
Phase 2A - 2nd Distribution due to be completed. No changes will be accepted after this date for the 2nd Distribution. Additional changes can be made on the Final Distribution.	(Return on Monday) 5/25/2026
PHASE III	
Departments receive 3rd Distribution (MCA) Master Course Audit electronically from Classroom Scheduling on IU_Trans. Phase 3A enabled in Coursedog. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	(Receive on Monday) 6/15/2026
Colleges/Schools/Divisions make changes to the 3rd Distribution . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text. (4 weeks)	6/15/2026 to 7/13/2026
Phase 3A - 3rd Distribution due to be completed. No changes will be accepted after this date for the 3rd Distribution. Additional changes can be made using Form 200.	(Return on Monday) 7/13/2026
Schedule Desk sends out emails to departments to now send in Form 200s	8/10/2026
Schedule goes live on 9/21/2026	9/21/2026
Room Reservations 202720-30 may begin day after schedule goes live on the web	9/22/2026
The attachments sent by the Registrar's Office are located on the following website: https://www.pfw.edu/registrar/employee-resources/schedule-production-resources	